

RD-925 FORM PREPARATION FOR THE YEAR 2011

Line 1. User's Name, Address, City, State, Zip Code, and Telephone Number

- Enter the legal name, address, and telephone number of the parent company. Correct preprinted forms.
- Enter the reporting facility or plant name, address, and telephone number. Correct preprinted forms.

Line 2. Real Estate Index Number

This is a 14-digit number located on the Property Owner's real estate tax bill. It is referred to as the Permanent Real Estate Index Number or PIN. Attach copies of tax bills of all pertinent real estate index numbers to the RD-925.

Line 3. Nature of Business

Identify the type of manufacturing process, service, or business conducted at the reporting facility.

Line 4. Approved Reporting Options

Check any applicable boxes for which you have received prior written approval from the Director. (See *General Instructions for explanation of these Options*).

Line 5. Number of Employees

Enter the average number of persons employed at the facility during 2011.

Line 6. Number of Workdays Per Year

- Enter the number of days the facility operated during 2011.
- Check as applicable.

Line 7. Approved Flow Measurement Methodology

Check any applicable boxes for which you have received prior written approval from the Director for methodologies used to calculate Line 14. (See *General Instructions for Measurement Procedures*)

Line 8. Approved Reporting Methodology

Check any applicable boxes for which you have received prior written approval from the Director and record volume loss in gallons for that option. If there are losses from more than one approved methodology, record the total volume loss (gal) in the space provided.

Line 9. Total Number of Outlets/Designations

Enter the total number of outlets through which wastewater leaves the facility and enters the sewerage system and the MWRD designation.

Line 10. Number of Water Meters

Enter the total number of incoming water meters for the reporting facility.

Line 11. Other Water Sources

Indicate water sources other than those from municipal water supply systems (i.e., private well, river, raw materials, etc.).

Line 12. Reporting Period

Enter the dates (month, day, and year) for which the volume reported in Line 14 applies.

Line 13. Dates Samples Taken

Enter the dates sampling programs were performed. Samples must be obtained in accordance with the Ordinance and must be representative of the discharge to the District during normal daily operations.

Line 14. Volume (Gallons)

Enter the total volume expressed in gallons. If you have received prior written approval from the Director to use a wastewater flow distribution, enter the volumes separately under the appropriate Outlet Numbers. Under the column headed "Total" enter the total number of gallons discharged from all outlets, with approved volume losses from 8 e. subtracted if applicable. Consult your local water agency for the correct units of water usage on its bills. Copies of the water bills used in the compu-

tion of the reported volume must be attached to the RD-925.

Line 15. 5-Day Biochemical Oxygen Demand (BOD) (mg/L)

Enter under the appropriate Outlet Number the representative concentration derived from analytical results for 5-Day BOD, expressed as milligrams per liter (mg/L). Users who have received prior written approval from the Director to forgo sampling should report using the concentration established by the District. Section 7g Reporting Option Users must use the concentration of 119 mg/L.

Line 16. 5-Day BOD (lbs)

Pounds (lbs) of 5-Day BOD =
Line 14 x Line 15 x 0.00000834.

Line 17. Suspended Solids (SS) (mg/L)

Enter under the appropriate Outlet Number the representative concentration derived from analytical results for SS expressed as milligrams per liter (mg/L). Users who have received prior written approval from the Director to forgo sampling should report using the concentration established by the District. Section 7g Reporting Option Users must use the concentration of 168 mg/L.

Line 18. SS (lbs)

Pounds (lbs) of SS =
Line 14 x Line 17 x 0.00000834.

Line 19. Total Annual Volume Charge

Multiply Line 14 Total by:

\$0.00024399 — Commercial-Industrial Users,
(\$243.99 per million gallons),
\$0.00025031 — Tax-Exempt Users, (\$250.31 per
million gallons),

and enter the total amount.

Line 20. Total Annual BOD Charge

Multiply Line 16 Total by:

\$0.24748 — Commercial-Industrial Users (\$247.48
per thousand pounds),
\$0.25389 — Tax-Exempt Users (\$253.89 per thou-
sand pounds),

and enter the total amount.

Line 21. Total Annual SS Charge

Multiply Line 18 Total by:

\$0.19418 — Commercial-Industrial User (\$194.18
per thousand pounds),
\$0.19921 — Tax-Exempt Users (\$199.21 per thou-
sand pounds),

and enter the total amount.

Line 22. Total Wastewater Loading Charge

Add the amounts from Lines 19, 20 and 21, and enter the total amount.

Line 23. Administrative Cost Recovery (ACR) Charges

Commercial-Industrial Users are required to pay ACR charges and complete the attached Administrative Cost Recovery Worksheet. This does not apply to Tax-Exempt Users.

Line 24. Total Annual Gross User Charge

Add the amounts from Lines 22 and 23 and enter the total amount.

Line 25. Annual Real Estate Property Taxes Paid to the District

Enter the total 2010 amount of real estate property taxes paid to the District from the last property tax bill paid (levied for 2010, payable in 2011). This amount is identified in the 2010 second installment Real Estate Tax Bill. Copies of the itemized portion of the paid tax

bills must be attached to the RD-925. No credit will be applied if the Tax Bills are not submitted to the District. Users who have any real estate parcels located in a Tax Incremental Financing (TIF) District should refer to General Instructions. Tax-Exempt Users are not required to complete Line 25.

Line 26. Total Ad Valorem Tax Credit

Multiply Line 25 by 0.473. This does not apply to Tax-Exempt Users.

Line 27. Total Net User Charge

Subtract Line 26 from Line 24. If Line 26 is greater than Line 24, enter zero (0).

Line 28. Total Payments Made

Enter total amount paid for 2011 in monthly installments to the District plus any credits of which the District has notified you, in writing, that were applied to your account.

Line 29. Total User Charge Remaining Due

If Line 27 is greater than Line 28, enter the remaining amount due on Line 29, and make your check or money order for this amount payable to the Metropolitan Water Reclamation District of Greater Chicago. **Mail payment to the District's Lock Box (address below), together with the RD-925 and supporting documentation.**

Certification

A. Who Should Sign Form

This form must be signed by a corporate officer, a partner, a fiduciary or other duly authorized agent of the User. To expedite inquiries and review, insert the name and telephone number of the person who actually prepared the form in the space provided.

B. Corporate Seal

Corporate Seal must be affixed where applicable.

C. Notary Seal

Form must be notarized to ensure that the information contained therein is true, correct and complete. No refunds will be issued until the form has been duly signed and notarized. The officer/owner signing the form cannot notarize the same signature.

D. Mailing

Mail the original and one copy of the RD-925 together with your remittance and all supporting documentation (including tax bills, water bills, sampling analyses, meter reading logs, etc.) by February 21, 2012 to:

The Metropolitan Water Reclamation District
of Greater Chicago
Lock Box No. 98429
Chicago, Illinois 60693

Keep a copy for your records.

E. Delinquency

Failure to file a correct and complete statement, on time, together with all required supporting documentation, and failure to pay the full amount owed by the due date will subject the User to penalty and/or interest charges as provided by the User Charge Ordinance. **THE DISTRICT GRANTS NO EXCEPTIONS TO THIS DEADLINE.**

For phone inquiries, call (312) 751-3000 between 8:45 a.m. and 4:30 p.m. The User Charge Ordinance is available on our website at www.mwrd.org.